



Forest Heights Police Department Policy and Procedures Manual

Subject:	Court Appearance and Attendance			
General Order No.	2016-1	Effective Date:	January 1, 2016	
Chapter: 12	Section: 18	Number of Pages:	2	Replaces: GO 2000-16 and 2000-53
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A. Purpose

To establish policy and procedures for Forest Heights Police Department (FHPD) officers:

1. appearing in court and testifying at judicial procedures; and
2. requesting a continuance of a case on a specific date for a District or Circuit Court.

B. Policy

1. Officers who are subpoenaed to appear before the District or Circuit Court will:
 - a. appear on the date and time required by the Court;
 - b. appear in full uniform or appropriate business attire; and
 - c. be properly prepared and have all evidence suitably arranged for presentation in court
2. When giving testimony officers will speak calmly and explicitly in a clear, distinct, and audible tone so as to be heard by the court and jury.
3. Officers testifying in court will do so with the strictest of accuracy, confining themselves to the case before the Court and will neither suppress nor overstate the circumstances with a view of favoring or discrediting any person or evidence before the Court.
4. During questioning, officers will show the same respect and objective attitude toward the defense as they do toward the prosecution.

B. Requesting a Continuance Procedures

1. Officers who are requesting a continuance of cases on a specific date will notify the Court in writing, according to outlined procedures provided by the Court.
2. Officers will telephone the Court 72 hours prior to the scheduled appearance and inquire if the judge has granted the continuance. In the event the judge does not grant the continuance, the officer will be present in Court.
3. In the event the officer is seriously ill on the Court date, he will make arrangements to be seen by a physician and obtain a written notice from the physician outlining the illness and stating that the officer was not physically capable of appearing in Court on that date.
4. In the event an officer is scheduled to appear in two Courts on the same day, he will immediately contact the State's Attorney's Office and request instructions on what procedure to follow.

C. Disciplinary Action

Officers who violate this policy will be subject to disciplinary action with all rights guaranteed under the Law Enforcement Officer's Bill of Rights.